

**PUBLIC WORKS & FACILITIES COMMISSION
REGULAR MEETING
WEDNESDAY, JUNE 13, 2016
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM 208
MIDDLETOWN, CT**

Members Present: Councilman Carl R. Chisem
Councilman Thomas Serra
Councilman Gene Nocera
Councilman Sebastian Giuliano
Councilman Philip Pessina

Staff Present: William Russo, Director of Public Works
Christopher Holden, Deputy Director of Public Works
Joseph Samolis, Chief of Staff, City of Middletown

Others: John Meerts, Vice President of Finance Admin., Wesleyan University
Joyce Topshe, Assoc. Vice President for Facilities, Middletown Resident
Alan Rubacha, Director of Physical Plant, Wesleyan University
Nate Peters, Assoc. Vice President, Wesleyan University
Mike Whale, Director of Athletics, Wesleyan University

Chair Chisem opened the Public Works & Facilities Commission meeting at 7:00 P.M. Chair Chisem requested a motion to approve the minutes dated May 11, 2016. Motion to approve the minutes was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

None.

CORRESPONDENCE:

NEW BUSINESS:

There was a motion made to waive the rules to allow employees of Wesleyan University to speak during item 5a: Presentation on Wesleyan Tennis Courts. Motion was seconded and approved unanimously.

- a. Presentation on Wesleyan Tennis Courts – Nate Peters, CFO for Wesleyan University introduced himself and stated that he will be presenting and showing what the proposed Vine Street Tennis Courts Renovation will look like. Followed by a \$750,000.00 commitment from Middletown that Wesleyan expects to match, there will be eight NCAA Division I high quality courts and equipment which will be exclusive for Middletown's use. Upon approval and agreement, all sixteen courts can be shared between both Middletown and Wesleyan for special events such as league or conference championships. In order for this to be completed, the current sixteen courts will need to be repaired. The lease period will be for at least ten years. Work is expected to begin early august with potential to be ready for the fall due to weather and temperature related issues. Aside from reviewing the tennis courts, locations for Middletown recreation fields on some of Wesleyans' property on Lone Lane are needed. There are remediation issues that have been existing since 2004.

These issues will need to be repaired and Wesleyan is willing to work with the City of Middletown in terms of working with the Legislature and the State to move the project forward once the location is identified.

The cracks will be restored by implementing micro sealant technology to approximately 680 linear feet of structural cracks. All net post footings will have to be removed and the anchors will have to be centered. The existing tennis courts will be reclaimed and all materials will be disposed of. The reclaimed materials will be compacted to 95% density. New $\frac{3}{4}$ " minus gravel will be added to fine grade and proper slopes will be established for courts to drain. Two lifts of bituminous concrete asphalt will be furnished and installed. Finally the acrylic color coatings and line striping will be installed with new sets of net posts. The surrounding fencing will be repaired with additional keypad gate locking devices, team benches and windscreens.

In addition, there are three other options to be considered based on funding and costs. The location of the bleachers needs to be re-evaluated along with the size of the bleachers. Bathroom alternatives as far as permanent to semi-permanent based on location. Existing housing, a new structure or a semi-permanent trailer with flushable toilets are all being looked into. Adding lighting to all of the sixteen courts is also being looked into; however, this is a very expensive alternative.

Mike Whalen stated that he has had the opportunity to work with Hinding Tennis, LLC, at Williams College campus along with Wesleyan University campus. They are a well-known company out of Connecticut that has completed work at many college campuses both indoor and outdoor along with town parks. NCAA championships outside the region along with internal championships will be able to be hosted if the facility is improved and additional courts are added. Mike mentioned that the eight varsity courts will not need to be reconstructed, only resurfaced. A soil sample check will be conducted to ensure that top notch courts will be installed over a solid foundation.

Councilman Serra stated that if the commission agrees to commit to the \$750,000.00 by August, it will have to be brought to the next Common Council meeting. Followed by a public hearing, the money will then be available after the fifteen day time frame right on time. Councilman Serra moved that this be adopted and sent to the Council for the first public hearing on July 5, 2016. A special meeting shall then be held on July 14, 2016. Councilman Pessina seconded the motion. Motion was approved unanimously.

- b. LOCIP Request For \$85,000.00 – City Hall Front Patio – Director Russo stated that specs do not need to be put together professionally aside from the work of Tom Nigosanti, Engineer, and Chris Holden, Deputy Director and Engineer. Any mason or laborers that are put to work will have to agree to state bid pricing. There were three mason firms that the City reached out to. The lowest bid came in at \$83,000.00. Director Russo stated that he would like to ask for \$85,000.00 to cover the costs. A motion was made to move approval for the \$85,000.00. Motion was seconded and approved unanimously.
- c. Lead Master Mechanic Job Description – Director Russo stated that the Common Council approved the Lead Master Mechanic job description. The previous structure of the mechanics in the garage used to be a Fleet Manager and a Lead Master Mechanic which helped the garage run more efficiently. This position was approved by the Common Council. A new position will not be added, however, one of the existing mechanics will be moved up one step. In the absence of the Fleet Manager, the employee in this position will resume the responsibilities. The job description will be

on the Council agenda on July 5, 2016. The position will then be posted internally for fifteen days. If no in-house candidates qualify, then it will be posted to public.

- d. Sidewalk Bond Authorization – Director Russo stated that he spoke with the Mayor in regards to sidewalk issues. The Mayor wanted him to move it forward to this commission. The estimated cost for the proactive sidewalk work is \$400,000.00 which includes sidewalks, curbing, saw cuts, decorative sidewalks for Main Street, driveway apron work, handicap ramps and stairs. Additional jobs other than those listed on the scheduled sidewalk work for 2016-2017 will eventually come to the City through complaints received on a routine basis as well. Per the General Counsel's office, the City of Middletown is now responsible for State roads. A motion was made to approve the sidewalk bond authorization. Motion was seconded and approved unanimously. Councilman Serra stated that this shall also be brought to the Finance and Government Commission.
- e. Letter from Phyllis and Ted Bysiewicz – Request for Street Name – Director Russo stated that he received a letter from Phyllis and Ted Bysiewicz requesting a name for a new subdivision off of Ridgewood Road called Founder's Ridge which is an active adult community. After receiving the letter, he had the City engineers reach out to let them know that the Commission strongly urges that they pick a name off the historical list. In their letter it stated that they would like to request the name Webster Lane, after Lt. Robert Webster whom was one of the "founding fathers" of Middletown. Lt. Robert Webster did settle in Middletown in 1651 and was awarded the title of Lieutenant by a General Court of Elections in 1654. During his time serving in the General Court from 1653 to 1658, his father, John Webster, served as the Governor of Connecticut.

In receipt of the letter from Phyllis and Ted, Joseph Samolis, Chief of Staff and President of Middlesex County Historical Society on behalf of the MCHS Board, drafted his own letter. This letter was address to the members of the Common Council, Carl R. Chisem - Chair of the Public Works and Facilities Commission and Jenny Hawkins Lecce – Chair of the Commission on the Arts. His letter stated that although Webster Lane is not on the current MCA/PW&FC listing of Approved Street Names, the name satisfies the intent of Middletown Ordinance 262-15. He concluded that Robert Webster and the Webster family are an important part of Middletown and Connecticut history to merit the naming of a Middletown Street in his honor.

After discussing the history behind the requested street name, a motion to approve the naming of Webster Lane was made. Motion was seconded and approved unanimously.

- f. Building Permit Refunds: - \$856.00, Sal Mangione & Sons Construction – approved.
 - \$243.42, Daniel Powell – approved.

Director Russo stated that both permit refunds are due to cancellation of work. Motion to approve both building permit refunds was made. Motion was seconded and approved unanimously.

- g. \$750,000.00 Bond For Repair To Sidewalks – This is a duplicate agenda item previously discussed at this meeting.
- h. Discussion on Maintenance Of Exterior School Facilities – At the request of Councilman Serra, Director Russo stated that this item be added for discussion. Councilman Serra stated that the City was forced to pay \$18,000.00 from the budget to utilize Middletown High School's fields. City personnel were paid to open and close the gates. The Athletic Director stated that personnel should

be there to supervise these activities. After conducting research, other municipalities have agreements that the Park and Recreation Department take over the usage of the scheduling and maintaining after 4:00 P.M. when the school is not using these fields. This also includes weekends and summertime with the exception of football.

The State Statute, section 10 221G, Instructional Time and Facility Usage Assessment, states: "Each local and regional board of education shall conduct an instructional time and facility usage assessment in order to maximize student learning and community use of facilities. For purposes of such audit, the superintendent of schools of each school district shall meet regularly with representatives from the public library and the recreation department in the town or towns that comprise the school district to coordinate the availability of facilities."

Councilman Serra believes that this commission should have a meeting with the Facilities Commission to come to an agreement and develop a more structured policy and ordinance. Director Russo stated that he will aim for having the Facilities Commission attend the next meeting.

A motion was made to meet with the Facilities Commission to come up with policies for each party to abide by to avoid any future confusion with facility usage and times. Motion was seconded and approved unanimously.

OLD BUSINESS:

- a. Complete Streets Committee – Follow up Discussion on Priority Areas and Proposals – Director Russo stated that the Commission is keeping the Complete Streets Committee in the loop with any design work that is being conducted.

Deputy Director Holden stated that he met with Officer Godwin in the Traffic Division and John Hall to coordinate the complete streets process. They spoke about Long Lane and adding road markings indicating that the roadway shall be shared with bicyclists and pedestrians. These suggestions will be taken into consideration.

- b. May 2016 Public Works Overtime Report – Director Russo stated that overtime is at a minimum and that it is mostly call-ins from Dispatch.
- c. May 2016 Building Permits – Director Russo stated that there were two hundred thirty permits pulled during the month of May. The projected amount for building permits was \$570,000.00. The Building Department took in \$720,860.00 as of this meeting date. In terms of permits, Middletown is doing well. The FedEx permit will be coming in eventually which will be about a half million dollars.

OTHER:

Director Russo stated that he wanted Deputy Director Holden to update the Commission on the Millbrook Road project which funding was applied for through LOTCIP. The construction will be from the Durham town line up to Lake Ridge Heights. This project will include a culvert replacement which was in poor condition. The total grant application was 2.9 million dollars which includes 10% contingencies and 10% incidentals. Thus, the total construction cost will be about 2.5 million. Lake Ridge Heights up to Randolph Road will be expectantly constructed in-house.

- a. May 2016 Monthly Report – Highway Division –Director Russo stated that in-house work is being conducted for the design of MacDonough School parking lot to expand the parking area including ramps and two new basketball courts. The construction work will be based off of state bid pricing. This work is being funded through the Park Bond.
- b. May 2016 Overtime Report – Parks Division – A small amount of overtime in the Parks Department was distributed due to the CIAC Finals being held at Palmer Field.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

None.

As there was no further discussion, the Public Works & Facilities Commission meeting adjourned at 8:15 P.M.